

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

July 11, 2002

SUBJECT: USE OF FUEL CREDIT CARDS AND VEHICLE KEYS

PURPOSE: A recent audit of fuel credit card usage determined that it is no longer necessary to forward the receipts for fuel credit card purchases to Fiscal Operations Division (FOD). Commanding officers will now retain fuel credit card receipts for those within their command for a 90-day period pending any discrepancies determined by Motor Transport Division (MTD). This Order revises how fuel credit card receipts are processed and makes additional revisions regarding Department vehicle keys.

PROCEDURE:

I. FUEL CREDIT CARDS.

A. Employee's Responsibility. Every employee using a Department gasoline credit card shall:

- * Obtain fuel from a Department facility when possible, unless it would jeopardize his/her assignment, when traveling within the City or surrounding area;
- * Purchase only approved items (i.e., regular gasoline, diesel fuel, or oil). Gasoline or diesel fuel shall be purchased from self-service pumps when available;
- * Obtain a written receipt for all charges made on the credit card;
- * Ensure the credit card receipt bears the credit card number, the name and address of the service station from which the supplies were purchased, an itemized list of the purchases, quantity of fuel in whole and tenths of a gallon, and a legible total cost;
- * Place his/her serial number and the license number, shop number, and mileage of the City vehicle on the front side of the credit card receipt; and,
- * Submit receipts to the Administrative Information Unit, Detective Headquarters Division, when a loaned fuel credit card is used, or to an immediate supervisor when an assigned gasoline credit card of a specialized division is used.

Employees shall not use the Department fuel credit card for purchasing repairs or servicing of Department vehicles. When an employee experiences mechanical problems outside the City, the employee shall contact the MTD watch commander.

A fuel credit card shall only be used by the person to whom it was issued and shall only be used at appropriate service stations.

B. Supervisor's Responsibility. Each supervisor reviewing fuel credit card receipts shall:

- * Ensure each receipt is properly completed and verify that the usage was for Department business in a City vehicle; and,
- * Forward each credit card receipt to his/her commanding officer.

C. Commanding Officer's Responsibility. Each commanding officer reviewing fuel credit card receipts shall:

- * Ensure the receipts are reviewed for completeness and validity;
- * Maintain a 90-day retention file for the receipts; and,
- * Assist MTD in resolving errors or exceptions upon receipt of a credit card use of exception report.

D. Motor Transport Division Responsibility. Motor Transport Division shall:

- * Review monthly fuel invoices from the credit card company for errors and exceptions;
- * Create an exception report, listing purchases other than approved items;
- * Submit an exception report to the appropriate commanding officer(s); and,
- * Forward approved invoices and a copy of the exception report to FOD within 10 days.

II. VEHICLE KEYS. Every motor vehicle operated by the Department shall have six sets of keys. Two sets of keys for each vehicle assigned to a division or Area shall be maintained on the station key board when not in use. A third set shall be maintained by the watch commander or equivalent officer in charge. A fourth set shall also be

maintained by the Area/division for emergency preparedness purposes. The remaining two sets of keys shall be maintained by MTD.

Missing or additional keys shall be requested by submitting an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, MTD. Damaged or other non-operable keys shall be replaced by contacting the Central Garage Supervisor.

AMENDMENTS: This Order amends Sections 3/532.40, 3/532.60, and 4/287.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Group, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

MARTIN H. POMEROY
Chief of Police

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